

Title: Probation/Parole Program Director

Executive Service

Location: Nashville, TN (Davidson County)

Salary Grade: 110

Salary Range: \$4014 - \$7235 monthly

Please submit a letter of application with complete resume including specific data regarding education, positions held, leadership roles, salary history and requirement, etc. to Field Services

Administrator Lisa.Helton@tn.gov by October 19, 2015.

JOB ANNOUNCEMENT:

The Probation Parole Program Director (PPPD) oversees Community Supervision Central Office support services for probation and parole supervision by TDOC staff. Under the direction of the PPPD, Central Office staff support the field in the areas of Interstate Compact, Parole Violations, Offender Fees, Parole Releases, and the Institutional Probation Parole Officer program. The PPPD assists in the administration of related processes and programs including policy and procedure development, and related training. The position will assist in data collection and analysis, and project coordination requiring familiarity with technology and the use of technology in the creation of efficient systems.

The PPPD may act as a representative of Community Supervision and the Tennessee Department of Correction with staff, offenders, their families, victims, and the general public, and is expected to be a resource and provide support for staff at all levels of the Department of Correction.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree with five (5) years of related administrative and staff supervisory experience is required. Prefer an advanced degree in any of the following fields: penology, corrections, law enforcement, law, public administration, rehabilitation, or criminal justice.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services, or activities.